

EIRS Users Manual

revised July 2004

- Sponsored by: W.R. Lanouette & Ron Fuller
- Program Written by: Leonard Sherman
- System manual & design by: Phyllis Cooper
- Special thanks to BNB Electric Inc of Centralia



A little bit about the system.

- Provides you with the ability to request
- Cancel inspection requests.
- View the status of your request.
- View inspection results.

inspections.

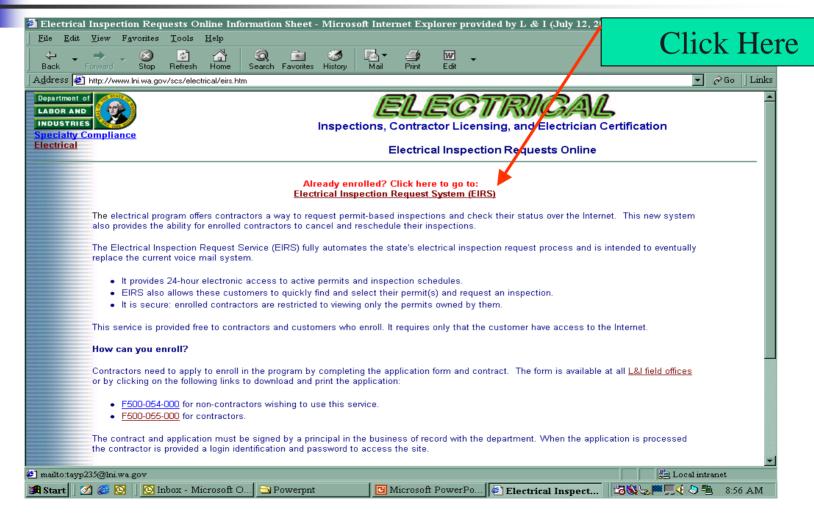
- View and print inspection history.
- View and print or reprint your permit

Login to the system:

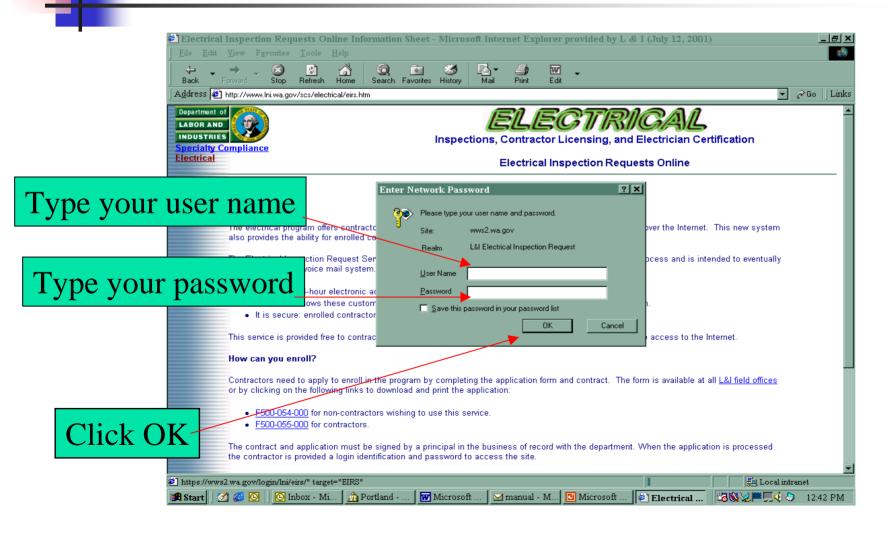


- When you apply for access to EIRS, you will be given a login ID and password by the enrollment coordinator.
- Go to the electrical homepage at: www.Lni.wa.gov/tradeslicensing/electrical.
- click on EIRS button located in the left hand margin.
- Click on the underscored statement:
 - Electrical Inspection Request Service EIRS

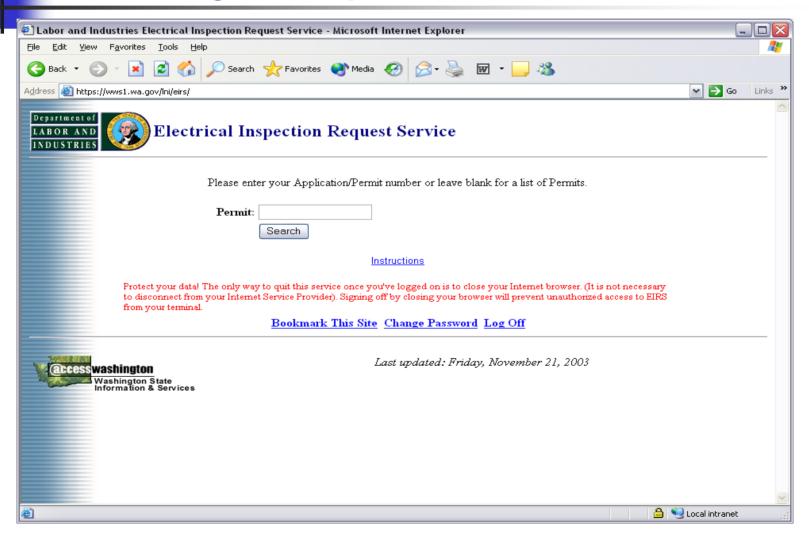
Select link to login



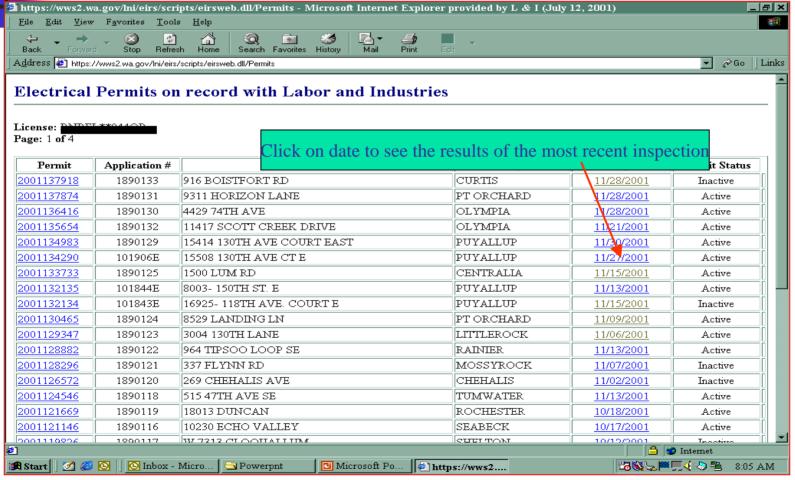
Enter your login ID and password



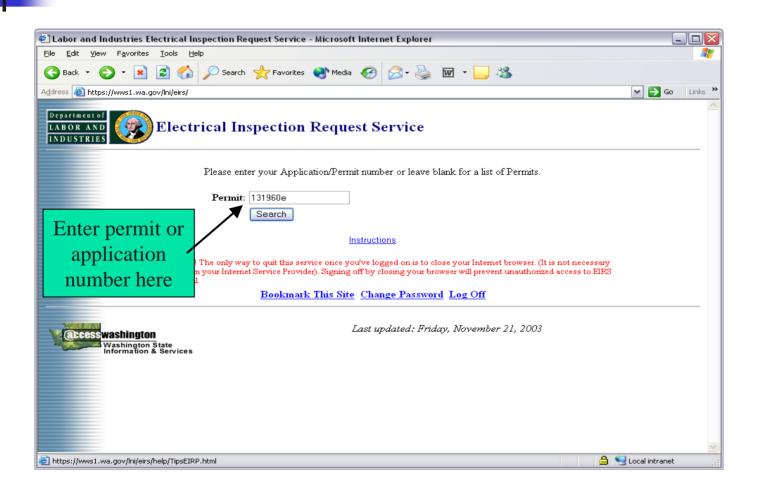
Leave blank press search for a list of your permits



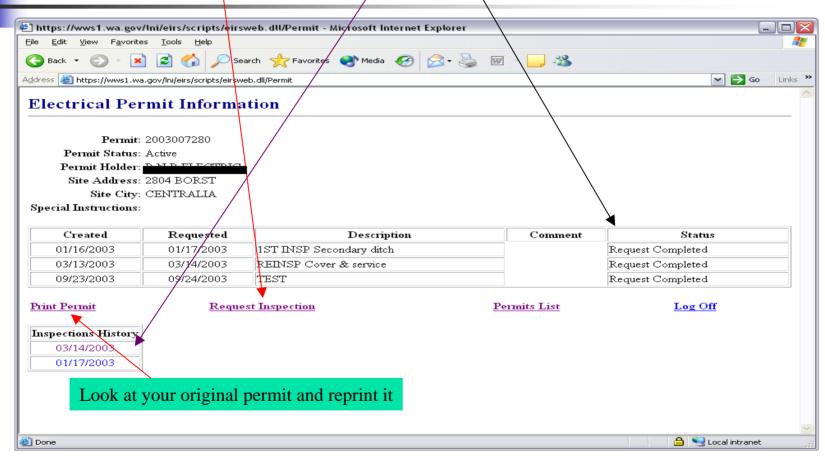
This is your permit list.



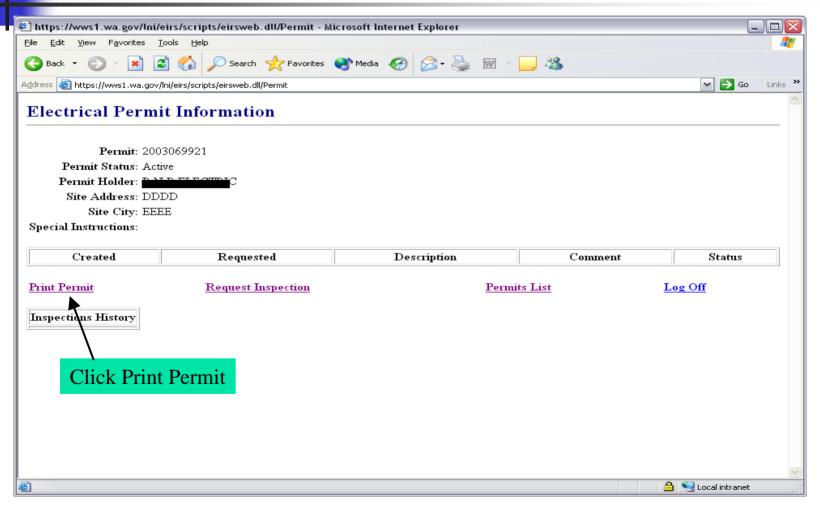
If you know the permit or application number, type it in the box. You go directly to that permit.



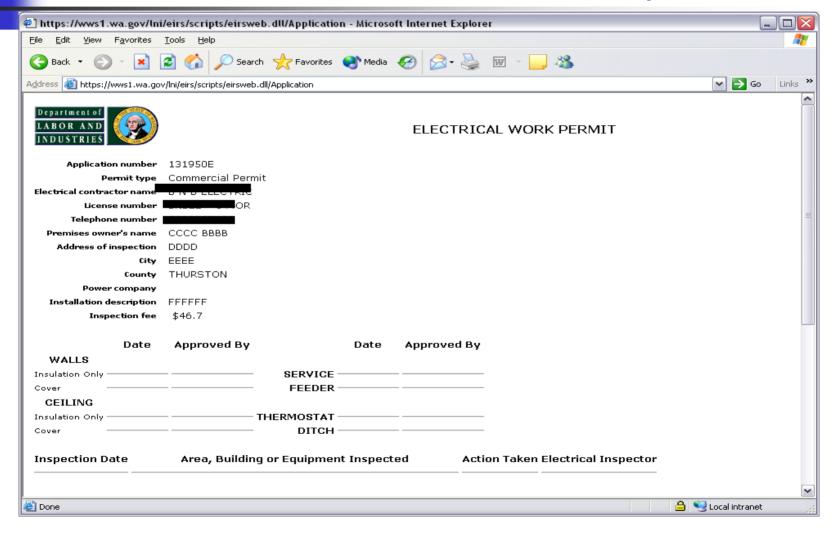
Upper Grid: Request status information see your inspection results by date request inspection



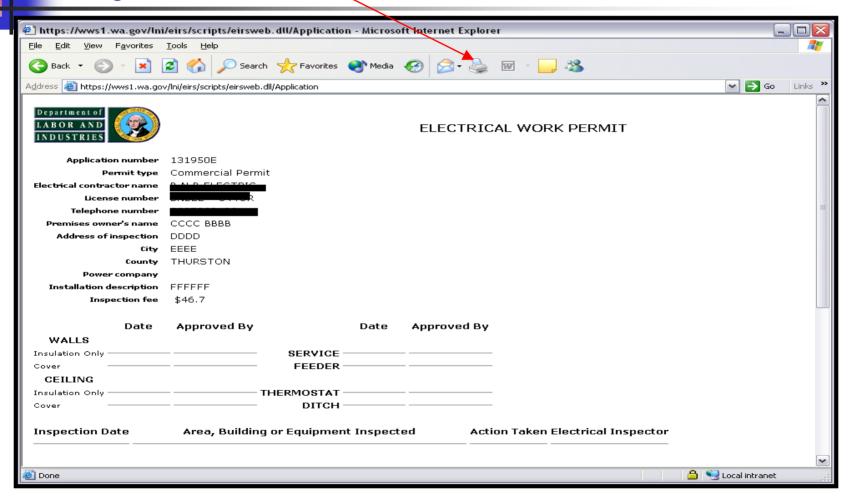
Printing a copy of your permit



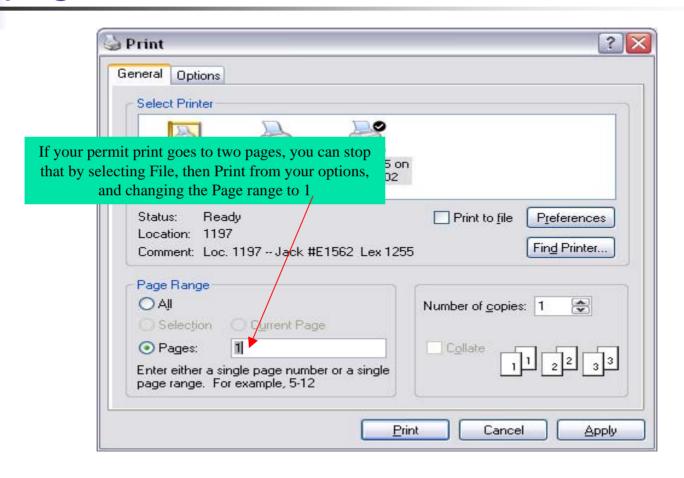
Your permit is displayed with original information and can be viewed or reprinted



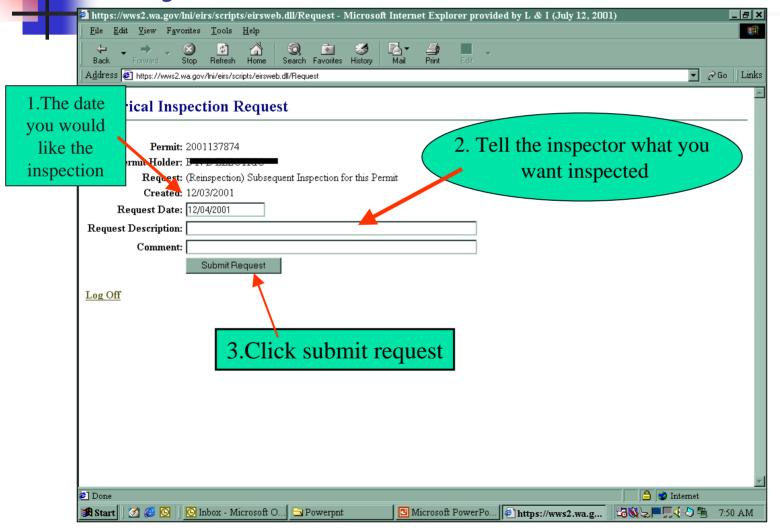
Print your permit by clicking on your printer icon on your toolbar



Or Click on File, then Print to only get one page

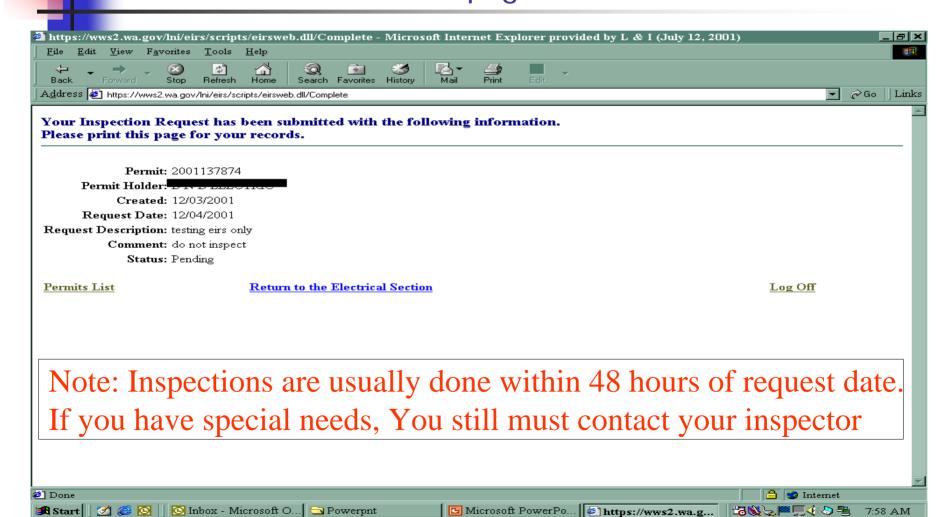


REQUEST AN INSPECTION Easy as 1,2,3



Your request is completed

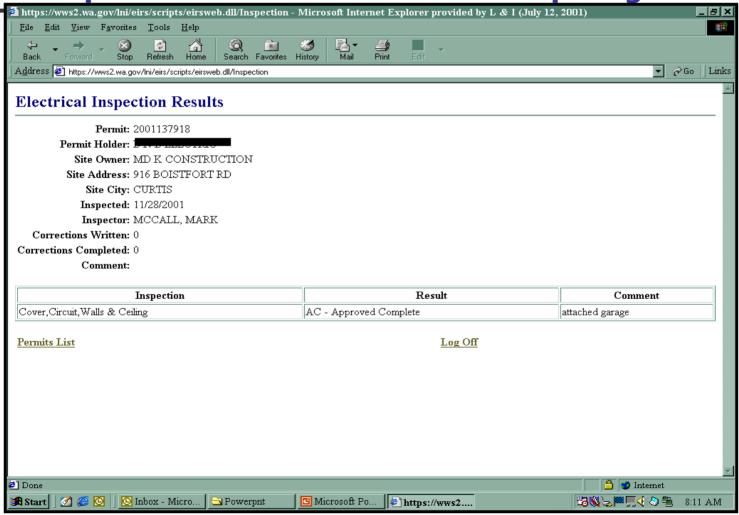
Print this page as directed.



This is your permit list.



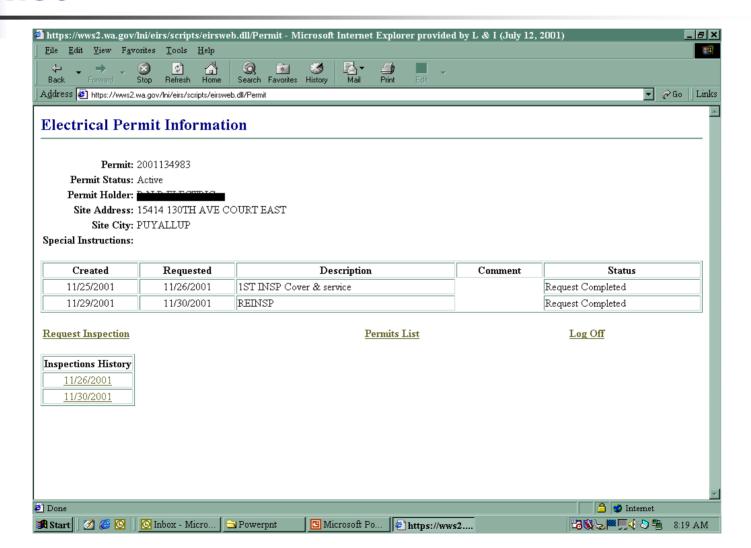
Inspection results displayed



Permits list



Clicking on permit number from the list

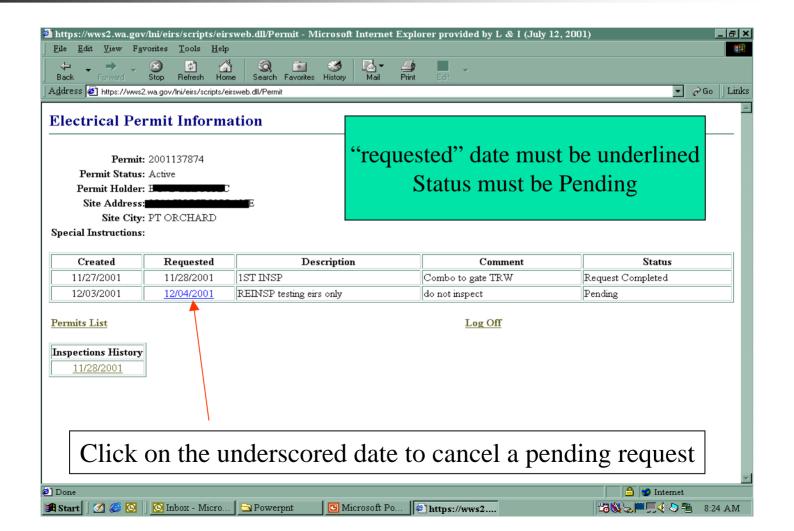




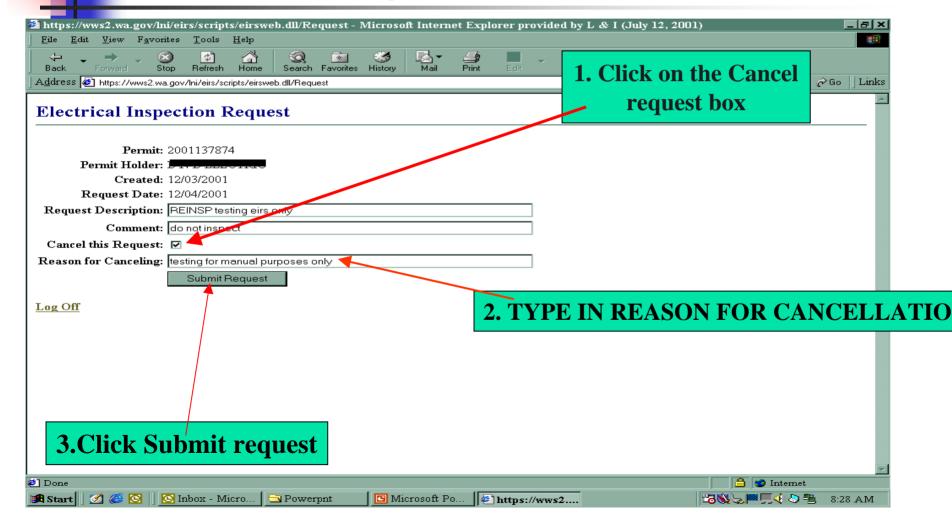


To Cancel an inspection request

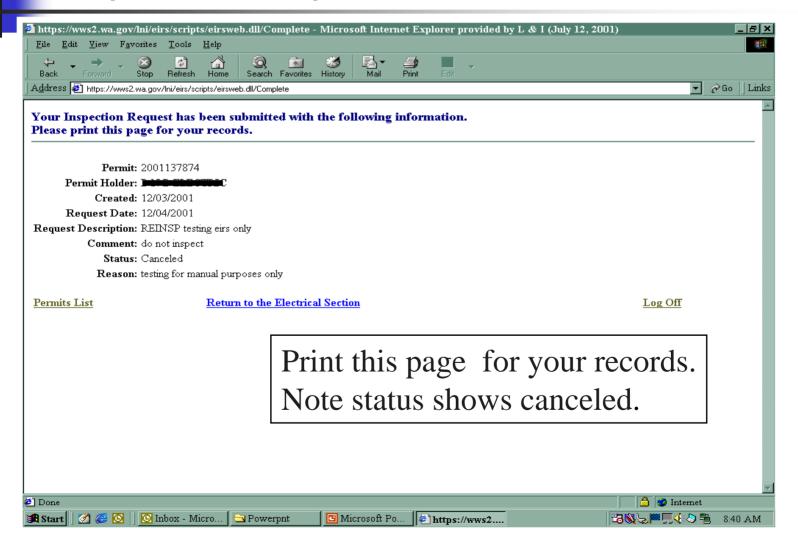
Must be done before 11:30 PM same day as request was entered



Cancel inspection 1,2,3



Inspection request confirmation





Inspection Status Grid

- Pending = Inspector has not yet taken the assignment.
- Request Completed= Inspector has taken the assignment.
- Cancelled = inspection request has been cancelled.



Permits List (Permit status)

Permit Status

- Active = eligible for final inspection, final not done
- Inactive = no further inspections may be done
- Active Pending Final = Job is done but final inspection has not been done. (This new status will not be used until 2-2004, and will only apply to inspections done after that date.)

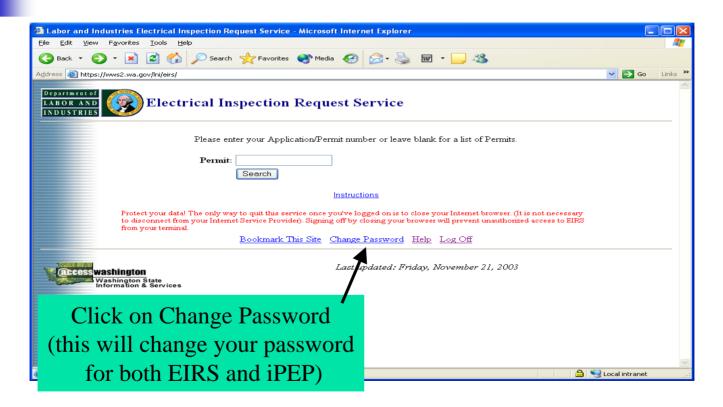
Who Do I contact?

- For system problems or questions about the system contact:
 - Websupport Unit (360) 902-5999
 - E-mail: ipepeirs@lni.wa.gov

Special accommodations for an inspection?

- Call the electrical inspector
 - Questions about an inspection/corrections
 - Special accommodations for an inspection

Change Your password



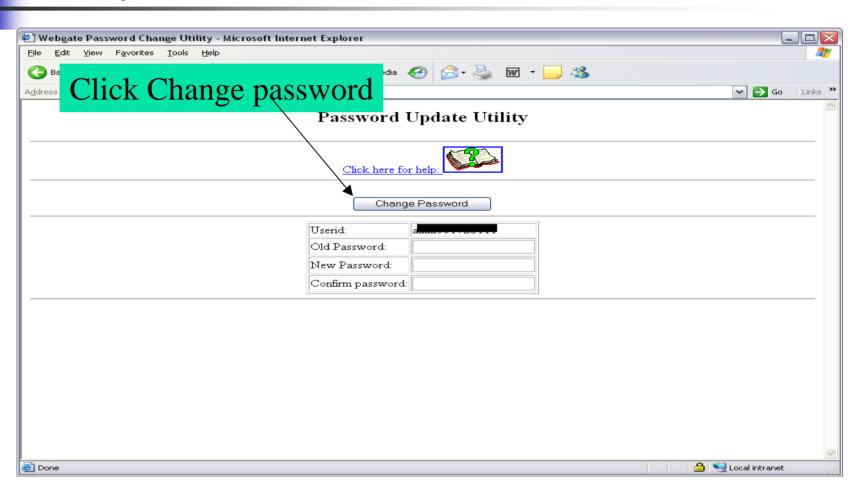


Your are asked to enter your current user ID and Password



Enter your user name and Current password, then Click OK

Enter your password again, then your new password twice



You will see a message that your user ID is being modified

